

# AEW Career Opportunity

## DIRECT INVESTMENTS

### **Associate**

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#### Responsibilities

- Work with senior Asset Manager in managing a portfolio of office and industrial investments.
- Assist in executing investment strategy
- Prepare annual business plans to achieve investment strategies that are consistent with client objectives.
- Prepare quarterly valuations, quarterly investment updates, quarterly cash flow projections and other financial reports.
- Review and approve property operating statements; share accountability for budgeted results and supports the budget versus actual analysis.
- Participate in leasing calls and manage VTS. Analyze leases and rental rates against market and budget; make recommendations to Portfolio Management on leasing decisions; participate in lease negotiations with senior Asset Manager.
- Analyze value of capital projects; create plan and make recommendations to Portfolio Management; execute capital plan; track actual results vs budgeted plan.
- Assist in Negotiating property management agreements with senior team.
- Support senior team in restructurings, sales and asset financings, as needed.
- Understand capital and investment structure and the relationship between property operations and investment performance.
- Understand and report on investment performance measures and metrics.
- Drive ESG program for each of assets managed.
- Develop strong market knowledge for assigned assets; collect market information including competitive market information.
- Support Asset Management on assets through data collection, cash flow modeling, competitive analysis, research analysis and annual business plan and budget preparations.
- Support Acquisitions on market intelligence and due diligence for new acquisitions.

#### Conduct

- Work effectively as a member of a team.
- Develop strong working relationships with Portfolio Managers and members of the Asset Management team.
- Generate innovative approaches to situations.
- Implement thorough follow-up and attention to detail.
- Self-starter who takes initiative on projects.
- Provide constructive input on improving how the Firm and/or the group functions.

### **Skills/Experience Required**

- BS/BA and a strong academic record with emphasis on real estate, finance, accounting and/or economics required.
- 2-4 years of direct real estate asset management experience required.
- Strong analytical and organizational skills.
- Knowledge of accounting and finance principles.
- Strong oral and written communication skills.
- Fluency with Argus AE valuation software and Excel required.
- Ability to select and efficiently manage the activities of internal resources and third-party service providers
- Good negotiation skills, presentation skills and a history of successful interaction with clients and partners

**To apply for this position please e-mail your resume to [Jobs@aew.com](mailto:Jobs@aew.com)**

AEW Capital Management is an equal opportunity employer.